

STOP REPORTING TABLE

REQUIREMENT: A copy of each report submitted must be saved in the corresponding grant file.

| REPORT | PERIOD COVERED | SUBMIT TO OCJP |
|---|--|---|
| Tennessee Dept. of F & A Invoice for Reimbursement (Please make request for invoices to Maher Wasef) | Monthly (minimum quarterly) | Maher.M.Wasef@tn.gov for Questions and Inquiries OBF.Grants@tn.gov for Invoicing |
| Client Survey Annual Outcome Report | July 1st – June 30th | Submit Online by July 31 st |
| ANNUAL PROGRESS REPORT FOR STOP via Muskie | July 1st – June 30th | Form will be Provided by your Program Manager Submit to Program Manager by July 31 st |
| Program Income Summary | Quarterly for Income Producing: July through September October through December January through March April through June Fiscal Year (July 1st through June 30th)– NO Income Producing: | Submit Online by: October 15th January 15th April 15th July 31 st July 31st |
| Equipment Summary | July 1st through June 30th | Completed online July 31st <u>Equipment Summary report is only required for programs which purchased individual equipment items valued at \$500 or more</u> |
| Policy 03 Quarterly Expense and Revenue Report (Non- Profit Agencies Only) | Quarterly for Period Ending July through September October through December January through March April through June | Complete and email to OCJP.P3@tn.gov Due by: October 30th January 30th April 30th July 31st |

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| Training Participant Survey Outcome Report | July 1st – June 30th | Submit Online by July 31 st |
| Domestic Violence Shelter Programs Output Report | July 1st – June 30th | Submit Online by July 31 st <u>All Fund Sources require that ALL clients participating in your domestic violence shelter program(s) be counted as part of this annual output report regardless of the grant type.</u> |
| ANNUAL FISCAL AUDIT or ANNUAL FISCAL REPORT non Profit Agencies Only | The most recent fiscal year. | Due no later than 9 months after the close of the agency fiscal year OCJP Asst. Director Fiscal Wendy.Heath@tn.gov |